

Agencies/Organizations affected by Action Items or Discussion Items on the agenda for today's meeting are:

NONE

**Conflict of Interest Reminder for Commissioners and Alternates:**

Commissioners with a direct financial interest (for themselves or their family members) shall recuse themselves from the decision on the proposal.

Commissioners who wish to recuse themselves for reason other than a financial interest (such as a possible perception of personal or professional bias for or against a proposal), may recuse themselves from the decision. Commissioners are asked to carefully evaluate this if there might be any problem with a quorum.

It is the Commission's practice to ask individuals who are recusing themselves to leave the room while the proposal is being considered. If you recuse yourself, please remain available in the Health Dept. waiting room, so that you can be easily found to rejoin the meeting for subsequent agenda items.

**Advisory Committee Members Participation.** Advisory Committee members should avoid any perception of influencing the Commissioner's funding decisions affecting their own agencies. Although they may speak on any agenda item at any time, it is impossible to speak regarding one's own agency's First 5 funding without the public perception of bias, and they are encouraged to avoid doing so. Although it is appropriate to answer specific questions of the Commission regarding a proposal affecting their agency, it would be inappropriate to advocate for a proposal affecting their agency.



**ATTACHMENT # 1**  
FIRST 5 Meeting, June 5, 2019

**Item 3. Consideration of Approval of Director Salary Step 3, effective July 1, 2019  
(Att #1)**

**Details:** Item has been pulled and will be included in the August 2019 meeting, following a full employee evaluation, utilizing input from the Public Employee Performance Evaluation.



First 5 Tuolumne County Commission  
**Minutes of Meeting April 3, 2019, 1:15 – 3:30 pm**  
Tuolumne County Superintendent of Schools Office, Rm 217  
175 Fairview Ln, Sonora, CA 95370

Voting Members Present: Allen, Kirk, Parker  
Alternates: Caldwell, Patey, Williams  
Commissioners Absent: Collie, Sunday, Hockett  
Advisory Committee Members Present: none  
Staff Present: Garcia  
Members of the public present: Cheryl Dodge, Martha Stolp, Bob Bernstein.

Welcome and Introductions

Meeting was called to order at 1:20 pm.

Public Comment

none

Public Hearing

Chair Allen Opened Public Hearing at 1:20 p.m.

1. Public Hearing on the First 5 California Children and Families Commission Annual Report for Fiscal Year 2017-2018 (attachment #1)
  1. Sarah Garcia presented the California First 5's annual report, including Tuolumne's description. The full report is available on our website and in our meeting attachments.
  2. Public comment and discussion
    - a. No public comment
  
2. Public Hearing on the Draft Update to the Strategic Plan and Long Term Financial Plan (attach #2)
  1. Present: Draft Update to Strategic Plan and Long Term Financial Plan
    - a. Commission officers updated
    - b. Demographic data updated
    - c. Financial plan updated
  2. Public comment and discussion
    - a. Public question regarding the "MHSA and other grant" line item. This line item changes due to the increase in needed outside funding for the Imagination Library.

Close Public Hearing at 1:42 p.m.

Action Items Pulled from Consent Calendar

3. Approving a budget revision for ATCAA Family Learning Center (attachment #5)

Discussion: none

Motion: Approve the budget revision for ATCAA Family Learning Center

- a. Moved: Commissioner Parker
- b. Seconded: Commissioner Kirk
- c. Abstain: None

Motion carried: 5 ayes: (Allen, Caldwell, Kirk, Patey, Parker)

*Recusal:* Williams

4. Approving the recommendation to reappoint Cathy Parker as First 5 Commissioner (attachment #6)

Discussion: none

Motion: Approve the recommendation to reappoint Cathy Parker as First 5 Commissioner

- d. Moved: Commissioner Caldwell
- e. Seconded: Commissioner Williams
- f. Abstain: None

Motion carried: 6 ayes: (Allen, Caldwell, Kirk, Patey, Williams)

*Recusal:* Parker

5. Approve the contract with the Tuolumne County Superintendent of Schools \$240,000 for the Smile Keepers Dental Program, authorizing the Chair to sign, (attachment #8)

Discussion: none

Motion: Approve contract with the Tuolumne County Superintendent of Schools \$240,000 for the Smile Keepers Dental Program, authorizing the Chair to sign Moved: Commissioner Parker

- a. Moved: Commissioner Williams
- b. Seconded: Commissioner Caldwell
- c. Abstain: None

Motion carried: 6 ayes: (Allen, Caldwell, Kirk, Patey, Williams)

*Recusal:* Parker

6. Approve the contract with the Amador-Tuolumne Community Action Agency for \$271,936 for the Family Learning Center, authorizing the Chair to sign (attachment #9)

Discussion: none

Motion: Approve the contract with the Amador-Tuolumne Community Action Agency for \$271,936 for the Family Learning Center, authorizing the Chair to sign

- a. Moved: Commissioner Parker
- b. Seconded: Commissioner Kirk
- c. Abstain: None

Motion carried: 6 ayes: (Allen, Caldwell, Kirk, Patey, Parker)

*Recusal:* Williams

7. Approve the contract with the Tuolumne County Superintendent of Schools for \$418,363 for Quality Counts Coaching, authorizing the Chair to sign (attachment #11)

Discussion: none

Motion: Approve the budget revision for ATCAA Family Learning Center

- a. Moved: Commissioner Williams
- b. Seconded: Commissioner Caldwell
- c. Abstain: None

Motion carried: 6 ayes: (Allen, Caldwell, Kirk, Patey, Parker)

*Recusal:* Parker

### Consent Calendar

- 8. Approving Minutes for March 6, 2019 (attachment #3)
- 9. Approving Monthly Financial Report through February 2019, (attachment #4)
- 10. Approve recommend changes to the Strategic Plan and Long Term Financial Plan (attachment #7)
- 11. Approve a contract with Infant Child Enrichment Services for \$564,789 for the Raising Healthy Families Program, authorizing the Chair to sign (attachment #10)
- 12. Approving a preliminary operating budget for Fiscal Year 2019-20 (attachment #12)

Approval of Consent Calendar

Discussion: none

Motion: Approve the Consent Calendar

- a. Moved: Commissioner Williams
- b. Seconded: Commissioner Parker
- c. Abstain: none

Motion carried: 6 ayes: (Allen, Caldwell, Kirk, Patey, Parker, Williams)

*Recusal:* none

### Discussion Items, Information Items and Reports

- 13. Public Health Discussion on Immunization Efforts in Tuolumne County
  - a. Amanda Bruner- Provided information regarding Immunizations in Tuolumne County. More data can be found at [shotsforkids.org](http://shotsforkids.org)
  - b. Immunize Tuolumne Coalition will be meeting on April 18<sup>th</sup> at 8am
- 14. Child Welfare Presentation- Cori Allen
- 15. Reports from Executive Director, Commissioners and Ex-Officios
  - a. Dr. Bernstein: Requested information from the group regarding their participation in the Community Health Needs Assessment through Adventist Health.
  - b. Anaiah Kirk: Any time he can assist us in our work, please contact him.
  - c. Cori Allen: April is Child Abuse Prevention Month use #wearblue4kids, #passthepinwheel
  - d. Ruth Caldwell: Melissa Parrish is resigning.
  - e. Cheryl Dodge: May 4<sup>th</sup> Children's Fair 10am-2pm.

Set time and location for next meeting:

June 5, 2019 at 1:15 pm, Tuolumne County Superintendent of Schools Office, Rm 217  
175 Fairview Ln, Sonora, CA 95370

Adjournment: 3:05 pm



**Item 5. Consider action to approve 2018/2019 final Budget revision**

**Details:** The First 5 Tuolumne Commission had a few minor changes to our final budget for FY 18/19.

1. IMPACT: Grant was larger than anticipated due to exceeding grant expectations
2. QRIS Quality Counts- Grant was larger than anticipated
3. Dues and Memberships- First 5 Association Leadership Cohort \$3,500 (last budget adjustment only increased the budget by \$1,750 but needed to be the full \$3,500)
4. Prof Services- Program: Director used less time in Program management
5. Prof Services- Evaluation: Director used more time in Evaluation
6. ATCAA Family Learning Center: Increasing the budget to reflect the approved request from April 2019.
7. QRIS Infant/Toddler: Grant amount higher than anticipated
8. IMPACT: Matches the additional funds we received

Action requested: Approve 2018/2019 Final Budget Revision
---

<b>All Fund Balance &amp; Revenues</b>	<b>Budgeted</b>	<b>2018-2019 Update</b>
Interest Income	\$ 8,500.00	\$ 8,500.00
State - IMPACT	\$ 98,000.00	\$ 111,000.00
State - Mo. Disb, current FY	\$ 475,000.00	\$ 475,000.00
SMIF (state generated interest)	\$ 100.00	\$ 100.00
Refunds/Reimbursements	\$ -	\$ -
Other Operating Revenue - Grant	\$ 12,195.00	\$ 12,195.00
QRIS CSPP	\$ 44,000.00	\$ 43,912.00
QRIS Quality Counts	\$ 10,849.00	\$ 15,553.00
<b>Revenues This FY Only</b>	<b>\$ 648,644.00</b>	<b>\$ 666,260.00</b>
<b>Total Funds &amp; Revenues</b>	<b>\$ 648,644.00</b>	<b>\$ 666,260.00</b>
<b>Expenditures</b>	<b>Budgeted</b>	<b>Update</b>
Communications	\$ 150.00	\$ -
Dues and Memberships	\$ 5,188.00	\$ 6,625.00
Advertising	\$ 250.00	\$250.00
Professional Svcs-Admin	\$ 30,817.47	\$ 30,817.47
County Counsel	\$ 3,000.00	\$ 3,000.00
Auditor-Controller (local)	\$ 250.00	\$ 250.00
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 11,400.00
Public Health PNP	\$ 27,574.00	\$ 27,574.00
Oral Health Access	\$ 3,000.00	\$ 3,000.00
Prof Services- Program Svcs: ED	\$ 52,775.00	\$48,377.03
Professional Services- Evaluation	\$ 8,796.00	\$13,193.73
Commission Meeting Exp	\$ -	\$ -
Outreach Expenses	\$ 300.00	\$ 300.00
Imagination Library	\$ 2,195.00	\$ 4,390.00
QRIS Preschool	\$ 44,000.00	\$ 43,912.00
QRIS Infant/Toddler	\$ 10,849.00	\$ 15,553.00
ICES Raising Healthy Families	\$ 161,423.00	\$ 161,423.00
ATCAA Family Learning Cntrs	\$ 114,737.00	\$ 121,000.00
Kits for New Parents - Total	\$ 50.00	\$ 50.00
TCSOS SELF/SEED	\$ 124,336.00	\$ 124,336.05
TCOE Smile Keepers	\$ 36,400.00	\$ 36,400.00
IMPACT	\$ 98,000.00	\$ 111,000.00
Local Grants		
Travel -Training and Seminars	\$ 400.00	\$ -
<b>Total Expenses</b>	<b>\$ 735,890.47</b>	<b>\$762,851.28</b>



**ATTACHMENT # 6**  
FIRST 5 Meeting, June 5, 2019

**Item 6. Consider action to approve 2019/2020 Budget**

**Details:**

1. QRIS CSPP grant is going to be a bit smaller than 18/19
2. Communications: We will be removing this line item from the budget since our website is now paid through TCSOS and is incorporated in the Executive Director contract.
3. Dues and Memberships: This amount has increased due to the Association hiring additional staff. They are spending a lot of time working with the Governor's office, increasing advocacy for Early Education and Family Support for our 0-5 population.
4. Professional Services Admin: The contract with Sheila Kruse was created to decline every year for 3 years. This amount reflects the decline in that contracted amount.
5. Public Health PNP: This grant will not be continuing in 2019/2020.
6. Imagination Library: Using the tools provided by the Imagination Library, the dollar amount expected for 2019/2020 is just over \$10,000. So far, their projections have been accurate and we have 361 children receiving books each month, with 2,372 books delivered in Tuolumne County since the inception of the program.
7. Local grants include what we have set aside for Small Grants for Family Resiliency and Health and Development.

Action requested: Approve 2019/2020 Budget
--



<b>All Fund Balance &amp; Revenues</b>	<b>2018-2019</b>	<b>2019-2020</b>
Interest Income	\$ 8,500.00	\$6,974.85
State - IMPACT	\$ 111,000.00	\$97,556.00
State - Mo. Disb, current FY	\$ 475,000.00	\$475,000.00
SMIF (state generated interest)	\$ 100.00	\$100.00
Refunds/Reimbursements	\$ -	\$0.00
Other Operating Revenue - Grant	\$ 12,195.00	\$15,279.00
QRIS CSPP	\$ 43,912.00	\$35,521.00
QRIS Quality Counts	\$ 15,553.00	\$15,553.00
<b>Revenues This FY Only</b>	<b>\$ 666,260.00</b>	<b>\$645,983.85</b>
<b>Total Funds &amp; Revenues</b>	<b>\$ 666,260.00</b>	<b>\$645,899.50</b>
<b>Expenditures</b>		<b>2019-2020</b>
Communications	\$ -	\$0.00
Dues and Memberships	\$ 6,625.00	\$4,000.00
Advertising	\$250.00	\$250.00
Professional Svcs-Admin	\$ 30,817.47	\$28,368.09
County Counsel	\$ 3,000.00	\$3,000.00
Auditor-Controller (local)	\$ 250.00	\$250.00
Accounting & Audit (outside audit)	\$ 11,400.00	\$11,400.00
Public Health PNP	\$ 27,574.00	\$0.00
Oral Health Access	\$ 3,000.00	\$3,000.00
Prof Services- Program Svcs: ED	\$48,377.03	\$54,358.19
Professional Services- Evaluation	\$13,193.73	\$9,059.70
Commission Meeting Exp	\$ -	\$0.00
Outreach Expenses	\$ 300.00	\$300.00
Imagination Library	\$ 4,390.00	\$10,556.00
QRIS Preschool	\$ 43,912.00	\$43,912.00
QRIS Infant/Toddler	\$ 15,553.00	\$15,553.00
ICES Raising Healthy Families	\$ 161,423.00	\$135,000.00
ATCAA Family Learning Cntrs	\$ 121,000.00	\$65,000.00
Kits for New Parents - Total	\$ 50.00	\$50.00
TCSOS SELF/SEED	\$ 124,336.05	\$100,000.00
TCOE Smile Keepers	\$ 36,400.00	\$57,366.50
IMPACT	\$ 111,000.00	\$97,556.00
Local Grants		\$12,633.50
Travel -Training and Seminars	\$ -	\$0.00
<b>Total Expenses</b>	<b>\$762,851.28</b>	<b>\$651,612.98</b>



Item 8: Financial Report through April 2019

All Fund Balance & Revenues	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Balance brought forward					\$ 716,095.84
Outstanding accts payable prior FY					\$ (78,541.89)
Due from State/AR, apply to prior FY					\$ 177,395.08
Prepaid expenditures					
Other adjustments					
<b>Total Balance Brought forward</b>	<b>\$ 814,949.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 814,949.03</b>
Interest Income	\$ 8,500.00	\$ 5,906.79	\$ 3,554.67		\$ 9,461.46
State - IMPACT	\$ 111,000.00	\$ 233.78	\$ 7,188.00		\$ 7,421.78
State - Mo. Disb, current FY	\$ 475,000.00	\$ 333,746.23			\$ 333,746.23
SMIF (state generated interest)	\$ 100.00	\$ -			\$ -
Refunds/Reimbursements	\$ -	\$ -			\$ -
Other Operating Revenue - Grant	\$ 12,195.00	\$ 11,750.00			\$ 11,750.00
QRIS CSPP	\$ 43,912.00	\$ -	\$ 36,089.60		\$ 36,089.60
QRIS I/T	\$ 15,553.00	\$ -			\$ -
<b>Revenues This FY Only</b>	<b>\$ 666,260.00</b>	<b>\$ 351,636.80</b>	<b>\$ 46,832.27</b>	<b>\$ -</b>	<b>\$ 398,469.07</b>
<b>Total Funds &amp; Revenues</b>	<b>\$ 1,481,209.03</b>	<b>\$ 351,636.80</b>	<b>\$ 46,832.27</b>	<b>\$ -</b>	<b>\$ 1,213,418.10</b>
Expenditures	Budgeted	Prior Balance	Month 1	Month 2	Cumulative
Communications	\$ -	\$ -			\$ -
Dues and Memberships	\$ 6,625.00	\$ 4,875.00	\$ 1,750.00		\$ 6,625.00
Advertising	\$ 250.00	\$ 157.92			\$ 157.92
Professional Svcs-Admin	\$ 30,817.47	\$ 10,767.00		\$ 220.00	\$ 10,987.00
County Counsel	\$ 3,000.00	\$ 2,000.00	\$ 250.00	\$ 250.00	\$ 2,500.00
Auditor-Controller (local)	\$ 250.00	\$ 80.50	\$ 7.00	\$ 10.50	\$ 98.00
Accounting & Audit (outside audit)	\$ 11,400.00	\$ 11,400.00			\$ 11,400.00
Public Health PNP	\$ 27,574.00	\$ 9,476.49			\$ 9,476.49
Oral Health Access	\$ 3,000.00	\$ -			\$ -
Prof Services- Program Svcs: ED	\$ 48,377.03	\$ 20,042.49			\$ 20,042.49
Professional Services- Evaluation	\$ 8,796.00	\$ 12,025.48			\$ 12,025.48
Commission Meeting Exp	\$ -	\$ -			\$ -
Outreach Expenses	\$ 300.00	\$ 300.00			\$ 300.00
Imagination Library	\$ 4,390.00	\$ 4,000.00		\$ 363.46	\$ 4,363.46
QRIS Preschool	\$ 43,912.00	\$ 2,251.22		\$ 2,475.00	\$ 4,726.22
QRIS I/T	\$ 15,553.00	\$ -		\$ 2,750.00	\$ 2,750.00
ICES Raising Healthy Families	\$ 161,423.00	\$ 110,646.00			\$ 110,646.00
ATCAA Family Learning Cntrs	\$ 121,000.00	\$ 36,245.00	\$ 23,969.00		\$ 60,214.00
Kits for New Parents - Total	\$ 50.00	\$ -			\$ -
TCOE SELF	\$ 126,671.34	\$ 50,380.59		\$ 37,334.99	\$ 87,715.58
TCOE Smile Keepers	\$ 36,400.00	\$ 17,620.27		\$ 10,866.75	\$ 28,487.02
IMPACT	\$ 111,000.00	\$ 25,840.28		\$ 4,100.00	\$ 29,940.28
Travel -Training and Seminars		\$ -			
		<b>\$ 318,108.24</b>	<b>\$ 25,976.00</b>	<b>\$ 58,370.70</b>	<b>\$ 402,454.94</b>